

	Policy on Grade and Narrative Submission (LCME Element 11.5)	Effective Date:	10-2018
		Current Date:	
Approved By: Office of Admissions and Student Affairs/Office of Academic Affairs, Office of Medical Education		Contact:	Office of Student Affairs
		Date Approved:	10-2018

1) GENERAL POLICY STATEMENT

The School of Medicine considers confidentiality of student evaluations an essential element in creating a proper learning environment. Educational records are covered by FERPA, and protection of sensitive materials is a matter of federal law. Grades and narrative descriptions of student performance are never to be displayed publicly, left out in an open environment, posted to a public website, or emailed to individual students or groups of students.

Grades are to be entered into Tulane’s electronic student information system (Banner®) by the department responsible for the grade. Narrative assessments cannot be emailed to individual students and are to be entered stored directly in Tulane’s secure BOX® online file storage environment for each individual student. Students may access their individual grades and narratives online at any time.

a) **Scope:** This policy applies to grades and narratives for all medical students.

b) **Responsible Department/Party/Parties:**

- 1) Policy Owner: Office of Admissions and Student Affairs
- 2) Procedure: Office of Admissions and Student Affairs/Registrar
- 3) Supervision: Office of Admissions and Student Affairs

2) DEFINITIONS

For purposes of this Policy, the following terms and definitions apply:

N/A

3) REVIEW/REVISION/IMPLEMENTATION

- a) Review Cycle: This policy shall be reviewed by the Office of Admissions and Student Affairs
- b) Office of Record: After authorization, the Dean’s Office (Office of Admissions and Student Affairs) shall be the office of record for this policy.

4) RELATED POLICIES

Not applicable

5) GOVERNING LAW OR REGULATIONS

FERPA - Family Educational Rights and Privacy Act of 1974

6) ATTACHMENTS

Not applicable